



# Accessory Buildings Permit Guide

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## Building Permit Requirements (Detached Garage, Shed)

All application forms, drawings, and related documents shall be submitted electronically in PDF format to [build@thebluemountains.ca](mailto:build@thebluemountains.ca) or by using our secure [ShareFile](#) system. Please refer to our [Electronic Document Submission Guide](#)

### Required Application Forms

1. [Building Permit Application including Schedule 1](#) Designer Information
2. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)
3. [Applicable Law](#)

### Required Drawings and Information (All Drawings to be Black & White)

4. Site Plan to include proposed setbacks to all property lines, area & percentage of lot coverage
5. Construction Drawings including footing & foundation information with dimensions, wall & roof construction details, exterior cladding & roofing material
6. Roof Truss Layout to be stamped by the BCIN holder/Engineer/Architect
7. Engineered flooring layout to be stamped by the BCIN holder/Engineer/Architect
  - Truss and flooring layouts are to note the size and type of any required hangers
  - Truss and flooring layouts are to note bearing for any multi-ply flooring members and any 2-ply (and greater) girder trusses.
8. Grading Plan required for all structures 60m<sup>2</sup> (approximately 645 ft<sup>2</sup>) or greater

### Fees and Charges

9. Building Permit Fee – Building Area 55m<sup>2</sup> or less = \$175.00
10. Building Permit Fee – Floor Area greater than 55m<sup>2</sup> = \$5.00/m<sup>2</sup>

**Approvals from other Agencies are required** in many instances before a building permit application can be processed and before a permit is issued for construction. These approvals are not administered by Building Services. Please ensure all other required approvals are complete.

[Applicable Law](#)

### Next Steps

Submit complete application including supporting documentation, electronically to [build@thebluemountains.ca](mailto:build@thebluemountains.ca). Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete, and all fees are paid. Construction begins and inspections may be scheduled. Building Inspector checks major phases of construction until Occupancy and/or Final are complete.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.